

## **Glossary of Academic Personnel Terms** (revised September 2014)

### **Above-Scale**

An academic appointee who advances beyond the highest step on the salary scale in a series is considered above scale. For example, in the Professor (ladder-rank) series, the highest step on the salary scale is Step IX, so the next advancement would be to Professor, Above Scale. The honorary, unofficial title of Distinguished Professor (see below) is conferred upon those who achieve the rank of Professor, Above Scale.

### **Academic Appointee**

A university employee who is engaged primarily in research and creative work, teaching, and/or public service, and whose duties are closely related to the University's instructional and research functions. Academic appointees include, but are not limited to, academic administrative officers, faculty, research appointees, student appointees, medical residents, University Extension appointees, and librarians.

### **Academic Administrative Officer**

An academic appointee holding an administrative position. Academic Administrative Officers include, but are not limited to, Associate Deans, Divisional Deans, or Directors of Organized Research Units. Faculty members holding certain administrative titles such as Chancellor and Vice Chancellor are also academic administrative officers but are part of the Senior Management Group.

### **Academic Personnel On-Line (AP On-Line)**

Academic Personnel On-Line is a UCSD business system for completing academic personnel actions electronically. The system is a suite of services that currently includes *e-Recruitment*, *Recruit*, and *Review*. Planned additional services include AP On-Line Appointments and AP On-Line Leaves.

### **Academic Personnel Manual (APM)**

The Academic Personnel Manual sets forth the policies and procedures pertaining to the employment relationship between an academic appointee and the University of California. For academic appointees covered by a Memorandum of Understanding (MOU), the APM applies only to the extent provided for in the MOU. Academic Personnel Policies are issued by the President of the University of California. The APM is available at: <http://www.ucop.edu/academic-personnel/academic-personnel-policy/index.html>

### **Academic Review File**

The academic review file is the portion of an individual's academic personnel record that is maintained by the University for consideration of personnel actions under the criteria set forth in University policy. An academic review file must be submitted for all personnel actions that require review and approval (as set forth in the campus [Authority and Review Chart](#)). Academic review files should contain only material relevant to consideration of personnel actions under these criteria. Final administrative decisions concerning personnel actions, such as appointments, promotions, merit advancements, appraisals, and terminal appointments, are based solely on the material contained in the individual's academic review file. Also referred to as the *Personnel Review File*.

### **Academic Senate Member**

In accordance with [Standing Order of the Regents 105.1](#), the following academic appointees are members of the Academic Senate: members of the Professor (ladder-rank) series, Professor I in Residence series, and Professor of Clinical X (e.g., Medicine) series, Associate and Full Acting Professors, full-time Lecturers and Senior Lecturers with Security of Employment, and full-time Lecturers and Senior Lecturers with Potential for Security of Employment. The Chancellor, Vice Chancellors, Deans, Provosts, Directors of Organized Research Units, Registrar, and the University Librarian are also members of the Academic Senate.

## **Academic-Year Appointment**

An academic-year appointment is also known as a nine-month appointment and refers to the period in which an academic appointee renders service—i.e., the academic year, from the beginning of the fall quarter through the end of the spring quarter, as opposed to the fiscal year.

## **Affiliated Faculty**

Professors who have informal associations with departments or programs external to their own departments. Since affiliated faculty have no formal responsibilities, they are not subject to academic review in this informal role.

## **Appointment**

A new appointment is defined as employment of an individual whose immediately prior status was:

- a. not in the employ of the University of California, San Diego, or
- b. in the employ of the University of California, San Diego, but in a series that is different than the series being proposed.

## **Appraisal**

A formal evaluation conducted during an Assistant-rank appointee's probationary period for the purpose of determining a preliminary assessment of the appointee's promise for promotion. An appraisal also identifies appointees whose records of performance and achievement are below the level of excellence expected.

## **Base Salary**

The approved annual salary rate associated with a designated rank and step in an appointee's title series. For individuals with off-scale salaries, the base salary includes the published scale rate plus the bonus or market off-scale salary component. In the School of Medicine, the base salary is referred to as the "X" component in the Health Sciences Compensation Plan, and appointees may be eligible to earn additional compensation through "Y" and "Z" components.

## **Career Equity Review (CER)**

A supplemental review, conducted at the time of a regular, on-cycle academic review, to determine whether an appointee is at the appropriate rank and step. A CER is initiated at the request of an eligible Senate faculty member.

## **Career Review**

A career review is conducted when an appointee is recommended for promotion to the Associate or Full rank or for advancement to Step VI or Above Scale, or when a career equity review is requested. A career review assesses an appointee's achievements since his or her appointment or since the previous career review.

## **Change in Series**

*See Series Change*

## **Deferral**

The postponement of an academic review based on appropriate justification. When a deferral is approved, the entire academic review process is delayed for one year. Work completed during the deferral period is considered at the time of the deferred review. A deferral is distinct from a no-change action.

## **Emeritus**

An honorary title conferred upon retirement on every Academic Senate member and, with the approval of the President, on other academic appointees who are not Academic Senate members but who meet specific criteria established by the President.

## **Expiration of Appointment**

See *Non-Reappointment*

## **Faculty Member**

A faculty member is an academic appointee in a school, college, division, or department who has independent responsibility for conducting approved regular University courses for campus credit. Students in a UC degree program who teach independently within their disciplines are not considered faculty.

Academic appointees in the following titles or series (including those recalled to active service) are considered faculty:

- Professor series
- Acting titles in the Professor series
- Visiting titles in the Professor series
- Professor In Residence series
- Adjunct Professor series
- Professor of Practice
- Professor of Clinical X (e.g., Medicine) series
- Health Sciences Clinical Professor series
- Supervisor of Teacher Education
- Lecturer or Senior Lecturer
- Lecturer or Senior Lecturer with Potential for Security of Employment (PSOE)
- Lecturer or Senior Lecturer with Security of Employment (SOE)

## **Fiscal-Year Appointment**

A fiscal-year appointment refers to the period in which an academic appointee renders service—i.e., throughout the calendar year (12 months), as opposed to the academic year (9 months).

## **Full-Time Appointment**

A full-time academic appointment is defined as an appointment at 100 percent time, regardless of the appointment's duration.

## **Full-Time Equivalent (FTE)**

A budget term, which is abbreviated as FTE, used to describe a unit equal to a full-time (100 percent) position for one year. Allocation of an FTE denotes a permanently budgeted position.

## **General Campus**

The General Campus refers to the sections or departments within the divisions of Biological Sciences, Physical Sciences, Social Sciences, and Arts and Humanities, as well as the Jacobs School of Engineering, the Rady School of Management, and the Graduate School of International Relations and Pacific Studies. The General Campus is distinct from Health Sciences School of Medicine and Skaggs School of Pharmacy and Pharmaceutical Sciences) and the Scripps Institution of Oceanography (SIO).

## **Joint Appointments**

Appointments in two (or more) departments, in the same series or in different series. Such appointments cross departmental, divisional, or campus unit boundaries. Joint appointments usually include a salaried appointment in one unit and job series, with an additional non-salaried appointment in another unit and series (e.g., a 100% time appointment as ladder-rank professor in the Department of Chemistry and Biochemistry, with a non-salaried appointment as adjunct professor in the Department of Pharmacology, SOM.)

## **Ladder-Rank Faculty**

Ladder-rank faculty (LRF) are those appointed in the Professor series. "Ladder-rank" denotes faculty with tenure or on tenure track (at the Assistant Professor rank). Ladder-rank faculty are also referred to as the "regular ranks." A permanently budgeted position must be allocated for each ladder-rank appointment.

## **Merit Advancement**

A merit advancement is awarded on the basis of a favorable evaluation of an appointee's performance within a single review period. For series in which there is a rank and step system, a merit advancement is a one-step increase in salary within the same rank or an advancement to an above-scale or further above-scale salary. For series in which there is a salary range, a merit advancement is an increase in salary rate without a change in rank or title. Academic appointees in student titles are not eligible for merit advancements.

## **No-Change Action**

A decision not to advance an appointee in rank or step, reached after consideration of the appointee's academic review file. A no-change action is typically recommended when there has been little or no productivity by the appointee, or when the appointee is unresponsive to the department's requests to submit updated academic review file materials. A no-change action is distinct from a deferral.

## **Non-Reappointment**

A non-reappointment occurs when the University does not reappoint an appointee with a term appointment. Also referred to as an *expiration of appointment*.

## **Non-Senate Academic Appointee**

A non-Senate academic appointee is not a member of the UCSD Academic Senate. Non-Senate academic appointees include, but are not limited to, appointees in the Adjunct Professor, Health Sciences Clinical Professor, Lecturer or Senior Lecturer, Professional Research (Research Scientist), Project Scientist, Specialist, Academic Coordinator, Academic Administrator, Librarian, Cooperative Extension Specialist, Continuing Educator, and Coordinator of Public Programs series.

## **Off-Scale Salary**

The salary for an academic appointee at a given rank and step is designated as off-scale if it is higher than the published salary for that rank and step in the relevant series.

## **Off-Scale Salary Disposition**

A description of the status of a bonus or market off-scale salary component. When an academic appointee has or is being considered for an off-scale component (either bonus or market), a recommendation regarding the disposition of the off-scale component (e.g., that it be reset, tapered, etc., or that a new off-scale be awarded) must be included in the department recommendation letter. A detailed description of each off-scale salary disposition term is available on the [Academic Personnel Website](#).

## **Part-Time Appointment**

A part-time appointment is an appointment at less than 100 percent time.

## **Personnel Review File**

See *Academic Review File*

## **Policy and Procedure Manual (PPM)**

The Policy and Procedure Manual sets forth UCSD's campus-specific policies and procedures. The sections of the PPM pertaining to academic personnel (PPM 230) incorporate and implement the provisions of the Academic Personnel Manual (APM).

## **Potential for Security of Employment (PSOE)**

This term refers to an appointee in the Lecturer with Security of Employment series who is eligible for promotion to the status of Lecturer or Senior Lecturer with Security of Employment. An appointee with potential for security of employment is referred to as a Lecturer PSOE (LPSOE) or Senior LPSOE. A permanently budgeted position must be allocated for each LPSOE or Senior LPSOE appointment.

## **Professor Series**

The Professor series (also referred to as the ladder ranks or regular ranks) are those faculty who are appointed as Assistant, Associate, or Full Professors. Appointees in the Professor series are accorded tenure or are tenure track (at the Assistant Professor rank). A permanently budgeted position must be allocated for each appointment in the Professor series.

## **Promotion**

A promotion is an advancement from one rank to a higher rank within a series (e.g., promotion from the Assistant rank to Associate rank). A change from a title in another series is considered a new appointment (series change), not a promotion or merit advancement.

## **Rank**

A level of appointment within an academic series. (e.g., Assistant rank or Associate rank).

## **Readiness Assessment**

A readiness assessment is a department-level evaluation of an appointee's career achievements and readiness for promotion. If it has not already occurred, a readiness assessment must take place at the time of an appointee's final merit/reappointment review. Eligible department faculty must vote on whether an appointee should be recommended for promotion, whether the promotion review should be postponed, or whether the appointee should be terminated.

## **Reappointment**

The renewal of a term appointment immediately following the ending date of the previous appointment period in the same series. A reappointment may or may not be accompanied by a promotion or merit advancement. If an appointee is not recommended for reappointment, or reappointment is denied by the approving authority, the appointee is considered *non-reappointed* as of the established ending date.

## **Recalibration**

Re-evaluation of an appointee's accomplishments in research, teaching, and/or service to determine whether he or she is at the appropriate rank and step. Recalibration can take place at the time of career reviews (for promotion in rank or advancement to Step VI or Above Scale), or through a career equity review at the request of the appointee.

## **Regular Ranks**

Regular ranks is another name for the Professor series.

## **Salary Increase**

An advancement in salary, but not in step.

## **Salary Scales**

Salary scales are published listings of salary rates or salary ranges established for academic series. Salary scales may be divided into steps, or into ranks and steps within the ranks. A salary range is a published listing of the minimum and maximum salary for a particular title. Salary scales are published in [PPM 230-40, Academic Salary Scales](#).

## **Security of Employment**

This refers to the Lecturer or Senior Lecturer with Security of Employment (LSOE) series. An appointee in this series holds a continuous appointment that may not be terminated except for good cause after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate. A permanently budgeted position must be allocated for each LSOE appointment.

## **Series**

An academic series is a group of academic titles that carry rank designations (e.g., Assistant, Associate, and full Professor), and in which promotion from one rank to a higher rank is possible. The criteria for evaluation and terms of appointment for each series vary and are described in the Academic Personnel Manual and Policy and Procedure Manual.

## **Series Change**

A series change is a change from one academic series to another without a break in service. A series change may be appropriate when an individual's duties have changed. A series change requires approval of appointment in the new series.

## **Split FTE Appointment**

An appointment in which the FTE of a tenured/tenure-track (ladder-rank) appointee is divided (split) among two or more departments, divisions, or campus units. An example of a split FTE appointment is 50% time as a ladder-rank professor in the Department of Chemistry and Biochemistry and 50% time as a ladder-rank professor in the Graduate Department at SIO.

## **Step**

Most academic series have established salary levels within each rank. Each salary level is referred to as a step (e.g., Assistant Professor, *Step II*).

## **Student Appointee**

A student appointee is a registered UCSD student who is appointed, usually under the general supervision of a faculty member, at 50 percent time or less during the academic year in an academic title.

## **Tenure**

Tenure is employment that is permanent unless terminated by retirement, demotion, or dismissal. Only appointment as Associate Professor and Professor confer tenure. An appointment with tenure may only be terminated by the Regents for good cause, after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate.

## **Term Appointment**

A term appointment is an appointment made with a specific ending date. Term appointments end on the established ending date (referred to as non-reappointment), unless the appointee has been recommended for reappointment, and the reappointment is approved as a result of an academic review.

## **Terminal Appointment**

Refers to a reappointment made with the specific intent not to continue the appointment after the ending date. A terminal appointment occurs when an academic review has resulted in a decision not to continue an appointee in his or her series, and a notice of termination period is required. A terminal appointment is distinct from a *term appointment*.

## **Title**

An appointee's academic title indicates the series and rank or level of the position to which he or she is appointed. In appropriate circumstances and in accordance with University policy, certain modifying terms may be added to clarify important aspects of the position.

- Rank, when rank is not implicit in the title itself (i.e., *Associate Professor*, *Senior Lecturer*, *Assistant Research Scientist*).
- The special status of an appointment as compared to others in the same series (i.e., *Acting Assistant Professor*, *Visiting Research Scientist*, *Professor Emeritus*).
- Appointment to a named endowed chair (i.e., *Stephen Kuffler Professor of Biology*).

## **Title Code**

For purposes of payroll and other reporting requirements, each title is assigned a four-digit title code. Academic title codes range from 0840 to 3999.

## **Title Series**

See *Series*